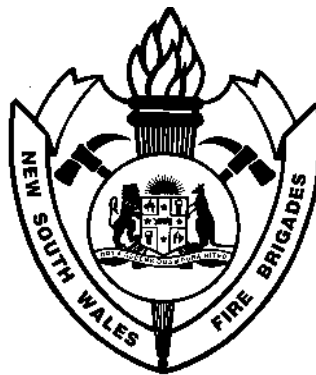


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# Recommended practice for NSW Fire Brigades managed document version control



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## 1. Purpose

### 1.1 Purpose of this document

The purpose of this document is to describe the recommended practice for New South Wales Fire Brigades (NSWFB) document version control.

This *Recommended practice* is intended to assist NSWFB staff, contractors and consultants (onsite and offsite), who write, review, approve, publish and manage NSWFB documents (including NSWFB-commissioned documents) intended for internal and external audiences.

This document is one of a series of recommended practices for NSWFB managed documents, and follows the general principles described in the *Recommended practice for writing and publishing NSW Fire Brigades documents*.

### 1.2 Purpose of document version control

The purposes of document version control are:

- to assist document users to locate and use the appropriate version or draft
- to enable systematic document change management on behalf of users
- to assist geographically dispersed collaborative document production
- to enable tracking of document changes ('build status') back to a particular version ('baseline') over time.

## 2. Scope

The scope of this document is NSWFB internally-produced managed documents.

**Note:** See section 3: *Terminology – Internally-produced document; Managed document*.

## 2.1 NSWFB internally-produced managed documents

NSWFB internally-produced managed documents include, but are not limited to:

- Brochures and pamphlets
- Budgets
- Bulletins (including operational, safety)
- Codes of practice
- Contract-related (including requests for proposal, requirements, specifications, terms and conditions agreements, variations, deviations, waivers)
- Drawings
- Fact sheets
- Form ('template', 'standard' or 'boilerplate') documents (including letters and media kits)
- Forms (for capturing data)
- Guidelines
- Handbooks
- Instructions
- Lists (including spare parts, *Supply catalogue*, telephone directories)
- Magazines and journals
- Manuals (including *Delegations manual*, equipment, operator, system, technical support, training)
- Maps
- Multimedia documents (sound and video productions)
- Newsletters
- Papers (including conference, forum, research)
- Plans – spatial (see Drawings)
- Plans – strategic (including corporate, disaster, pre-incident)
- Policies
- Position descriptions
- Posters
- Procedures
- Recommended practices
- Reports (major internally issued, and all externally published including annual, post-incident analysis)
- Specifications – non-contract (see also Contract-related ... specifications)
- Standard operational guidelines

## 2.2 Versions and amendments and their drafts

Successive revisions of approved document versions and amendments and of their preparatory drafts are each uniquely and explicitly identified, according to the scheme described in this *Recommended practice*.

### 3. Terminology

Term	Definition
<p><b>Amendment</b>  (or ‘Sub-version’)</p>	<p>An approved managed document that is a complete successive document, incorporating all existing relevant content in, and changes to, an earlier approved managed document (version or amendment), and retaining the earlier document’s version status.</p> <p><b>Usage:</b> The earlier document’s version status is retained because the change is to either:</p> <ul style="list-style-type: none"> <li>• an approved current or extended term contract document, or</li> <li>• any approved, current contract or non-contract document because the change is considered to be a minor correction, alteration or addition to existing content.</li> </ul> <p>For contract documents:</p> <ul style="list-style-type: none"> <li>• amendments allow alignment with related specification document versions and with contract terms. Contract document amendments are incorporated into a new version (without amendments) if a new contract term (often requiring a new tendering process), follows an expired contract.</li> <li>• amendments can exist as multiple current documents (perhaps describing differing obligations of various current suppliers or service providers, or a change occurring at a contract extension).</li> </ul> <p>For non-contract documents:</p> <ul style="list-style-type: none"> <li>• the creation of an amendment, as opposed to the creation of a successive version, is optional.</li> </ul> <p>An amendment is <b>not</b> a separate, supplementary document to a preceding version.</p> <p>A version and all its successive amendments should be accumulated into a superseding version, when a contract renewal allows, or as soon as otherwise convenient.</p> <p>A document displaying a version and amendment identifier <b>without</b> a draft identifier indicates it is an amendment (i.e. approved).</p> <p>A document displaying both a version and amendment identifier <b>and</b> a draft identifier indicates it is a draft (i.e. unapproved). The draft status identifier is removed from a managed document after it is approved.</p>

	<p>A version (e.g. Version 01) may be followed over time by a succession of amendments (Version 01.01, Version 01.02 etc.) incorporating subsequent changes, which may eventually be incorporated into a new version (Version 02).</p> <p><b>Note:</b> See also: <i>Draft; Marked up document; Revision; Version.</i></p>
<b>Approve</b>	<p>The act by an appropriate authority of officially permitting a managed document for use (or to be reconfirmed, superseded, or withdrawn), or for capture on file as an official record.</p> <p><b>Usage:</b> Some managed documents require multiple approval levels and signatories.</p>
<b>Draft</b> (or ‘Working document’)	<p>An unapproved managed document intended as a predecessor to an approved document version or amendment, with proposed changes included in it before issue.</p> <p><b>Usage:</b> A succession of drafts is usually required to prepare an approved managed document.</p> <p>Drafts are issued to individual or workgroup stakeholders responsible for document production, review and approval, and if appropriate to a wide audience who may be affected by the proposed change, to elicit feedback.</p> <p>Drafts have proposed changes included in them <b>before</b> issue, whereas marked up documents have proposed changes marked on them <b>after</b> issue.</p> <p>A document displaying both a version identifier <b>and</b> a draft identifier indicates it is a draft (i.e. unapproved). The draft status identifier is removed from a managed document after it is approved.</p> <p>Drafts are <b>not</b> used to direct NSWFB business-related activities.</p> <p><b>Note:</b> See also: <i>Amendment; Marked up document; Revision; Version.</i></p>
<b>Internally-produced document</b>	<p>A document produced or commissioned by the NSWFB, intended for internal or external audiences.</p>
<b>Issue (verb)</b>	<p>To distribute to recipients.</p> <p><b>Usage:</b> Draft and approved documents may be issued to internal and external audiences.</p>

<p><b>Managed document</b></p> <p>(or ‘Publication’ or ‘Change managed document’ or ‘Controlled document’)</p>	<p>A NSWFB document in any media or format that requires approval, <b>and</b> is:</p> <ul style="list-style-type: none"> <li>• to be used to direct NSWFB business-related activity, and</li> <li>• for issue, and</li> <li>• liable to revision;</li> </ul> <p>... <b>or</b>:</p> <ul style="list-style-type: none"> <li>• a record (such as a major report) intended to be issued once only (not revised after approval), whose production and approval justifies change management at the draft level.</li> </ul> <p><b>Usage:</b> Managed documents typically require more intensive collaborative production, review, approval and issue processes, and are more intensively used, compared to other (primarily evidential) classes of records,</p> <p><b>Note:</b> For examples of managed documents see section 2.1: <i>Scope – NSWFB internally-produced managed documents.</i></p>
<p><b>Marked up document</b></p> <p>(or ‘Mark up’)</p>	<p>An unapproved managed document intended as a predecessor to a draft, with proposed changes marked on it after issue.</p> <p><b>Usage:</b> Marked up documents have proposed changes marked on them <b>after</b> issue, whereas draft documents have proposed changes included in them <b>before</b> issue.</p> <p>Both unapproved documents (drafts) and approved documents (versions and amendments) may be marked up.</p> <p>Marked up documents are <b>not</b> used to direct NSWFB business-related activities.</p> <p><b>Note:</b> See also: <i>Amendment; Draft; Revision; Version.</i></p>
<p><b>Partial revision</b></p> <p>(or ‘Page update, or ‘Loose-leaf update’)</p>	<p>A set of one or more sheets of a paper document that, when approved, replaces selected sheets of a current, approved managed document.</p> <p><b>Usage:</b> Unlike amendments which entirely replace managed documents, partial revisions replace only parts of documents (typically a minority of sheets of long, unbound documents).</p> <p>Partial revision is <b>not</b> recommended.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• A ‘long’ document comprises more than 25 pages.</li> <li>• A long document could be subject to multiple partial revisions over time, before their incorporation into a successive version or amendment.</li> </ul> <p>See section 5: <i>Partial revision.</i></p>

<p><b>Revision (noun)</b></p>	<p>Any product of a review that creates or changes a managed document: specifically all versions, amendments, drafts, marked up documents or partial revisions.</p> <p><b>Usage:</b> The term applies to all discrete levels of revision (whether approved or not) and is <b>not</b> used as a version identifier.</p> <p><b>Note:</b> See also: <i>Amendment; Draft; Marked up document; Partial revision; Version.</i></p>
<p><b>Successive document</b></p>	<p>A document revising another document, without necessarily making it obsolete (e.g. both documents may remain current).</p> <p><b>Note:</b> See also: <i>Superseding document.</i></p>
<p><b>Superseding document</b></p>	<p>A document revising another document and making it obsolete.</p> <p><b>Note:</b> See also: <i>Successive document.</i></p>
<p><b>Version</b></p>	<p>An approved managed document.</p> <p><b>Usage:</b> A document displaying a version identifier <b>without</b> a draft identifier indicates it is a version (i.e. approved).</p> <p>A document displaying both a version identifier <b>and</b> a draft identifier indicates it is a draft (i.e. unapproved). The draft status identifier is removed from a managed document after it is approved.</p> <p>A new approved document (Version 01), may be followed over time by a succession of versions (Version 02, Version 03 etc.) or amendments (Version 01.01, Version 01.02, Version 01.03 etc.) incorporating subsequent changes.</p> <p><b>Note:</b> See also: <i>Amendment; Draft; Marked up document; Revision.</i></p>



## 4. Version identification

**Note:** See section 3: *Terminology – Version; Amendment; Draft*.

### 4.1 Versions

Version identifiers are double-numeric.

Successive versions of a document are indicated sequentially as ‘Version 01’, ‘Version 02’, ‘Version 03’ etc., ensuring each revision is uniquely identified.

**Notes:**

- Every managed document version requires approval
- A document with a version identifier and without an associated draft identifier indicates that it is an approved managed document.

### 4.2 Amendments

Amendment identifiers are double-numeric and trail the version identifiers to which they pertain, separated from them by a period.

Successive amendments of a version are indicated sequentially as ‘.01’, ‘.02’, ‘.03’ etc., ensuring each revision is uniquely identified.

**Notes:**

- Every managed document amendment requires approval
- A document with version and amendment identifiers and without an associated draft identifier indicates that it is an approved managed document.

### 4.3 Drafts

Draft status identifiers are alphabetical (upper case).

Successive drafts of a document are indicated sequentially as ‘Draft A’, ‘Draft B’, ‘Draft C’ etc., ensuring each revision is uniquely identified.

Every draft is associated with its prospective version and (where applicable) amendment.

**Notes:**

- The association of drafts with prospective versions and amendments explicitly indicates the subsequent approved document to which the preparatory documents (drafts) belong. It also enables appropriate filing of revisions together, where retention of obsolete drafts and versions as evidential records is required for accountability and audit purposes
- The draft status identifier is removed from a managed document draft **after** it is approved.

## 5. Partial revision

**Note:** See section 3: *Terminology – Partial revision*.

### 5.1 Partial revision not recommended

Partial revision is **not** recommended, even for long, unbound paper documents.

Although partial revision of long documents saves paper and ink, and in rare cases may be easier to produce, it is not recommended because:

- the increasing accessibility of electronic documents is reducing the need for paper copies
- using recycled paper reduces the environmental impact of reprinting entire documents, where these are still required
- if updated pages are not replaced one-for-one, the page numbering of the issued full electronic document (with automatic re-pagination) and the paper documents will not match!
- The updated section and clause numbering of the issued full electronic document and the paper documents may not match.
- it creates confusion between the document version identifier and date, and the various partial revision set identifiers and dates, all displayed on the document
- the procedure is administratively complicated, error prone and labour intensive
- it transfers a document management procedure to other staff including operational staff
- timely coordination of paper document updates at numerous geographically dispersed locations is problematic.

### 5.2 Alternatives to partial revision

- Revise and reissue the entire long document as a new version or amendment, irrespective of the number of pages affected by content change
- If reissue of the long document as a new version or amendment is expected to be inconvenient or uneconomical, split it into a series of short, separately versioned documents
- If the required change is additional content only, create a separately versioned, supplementary document, and incorporate its content into the long document at a future review
- Issue the revised document electronically only.

## 6. On-document display

Every managed document revision displays its version, amendment and draft status, and the date, as applicable. Versions and amendments display the date of approval. Drafts display the date of completion of preparation for issue.

### 6.1 Text documents intended primarily for internal audiences

The version status and date must appear on every page:

- Except for the cover or front page or any page dedicated to bibliographic information – in the footer
- On the cover or front page, or on any page dedicated to bibliographic information – in the footer and/or elsewhere.

**Example:** As displayed in this *Recommended practice*.

#### Notes:

- A page dedicated to bibliographic information about the document may be the front cover, the front page, the title page, the verso (back of the title page), the back page or the back cover.
- The draft status (or simply the word ‘DRAFT’) may also be displayed as a watermark in the background of each page.

### 6.2 Text documents intended primarily for external audiences

The version status and date must appear on the cover or front page, and on any page dedicated to bibliographic information – in the footer and/or elsewhere.

The version status and date may appear on any or all pages – in the footer.

#### Notes:

- A page dedicated to bibliographic information about the document may be the front cover, the front page, the title page, the verso (back of the title page), the back page or the back cover.
- The draft status (or simply the word ‘DRAFT’) may also be displayed as a watermark in the background of each page.

### 6.3 Drawings

The version status and date appear in the dedicated title block fields.

**Note:** The draft status (or simply the word ‘DRAFT’) may also be displayed as a watermark in the background of each page.

## 6.4 Maps

The version status and date appear in the dedicated box or area that includes the map legend description, scale bar, north arrow and copyright information.

## 6.5 Posters

The version status and date appear in the lower right corner.

**Note:** The draft status (or simply the word 'DRAFT') may also be displayed as a watermark in the background of the page.

## 6.6 Multimedia documents (sound and video productions)

The version status and date appear as follows:

- on the outside cover, and
- on the label, and
- in the document, in the sequence(s) dedicated to credits and other bibliographic information.

## 6.7 Marked up documents

Each document reviewer clearly indicates the status of their marked up document version, amendment or draft on the cover or front page of the document as follows:

*Marked Up By* [Name - Position Title or Rank - External Organisation - dd-mm-yyyy].

### Notes:

- Marked up documents retain the version and draft identifiers and date allocated to them before issue. Do not change these!
- Under international quality standard (ISO9001)-style document control systems, proposed on-document changes ('mark ups') to approved documents are made only to uncontrolled copies (which are identifiable as such and for background information only). Proposed changes are **not** made to controlled copies (which are identifiable as such and used to direct business-related activities).
- Marked up document changes may be incorporated into a subsequent draft.
- See section 3: *Terminology – Marked up document*.
- See section 8: *Electronic document filename format*.
- See section 9: *Version identifier allocation*.

## 6.8 Notes for all document media

- Version, amendment and draft document version identifiers relate to, but exist independently of, any uniquely allocated document number, which is typically retained unchanged across all revisions.
- Remember to update the version, amendment and draft identifiers, and the date, as applicable upon every revision of the document.
- Do **not** insert computer system-generated ‘dynamic’ dates or times (such as daily, last opened or printed dates) into a managed document. Automatically changing dates irrespective of discrete document revisions are inappropriate and misleading in managed (and most other) documents!

## 7. Document referencing

When making reference in a NSWFB managed document to another document (such as by document number and title) the version identifier and date are **not** specified unless necessary. Avoiding unnecessary reference to version identifiers prevents unintended obsolescence of the referencing document when the referenced document is superseded.

Important exceptions to avoiding specification in a referencing document to the version identifier and date of another document include:

- a contract-related document (such as a contract document master list) that must specify the version status of referenced documents for contractual purposes
- published books, research papers, academic papers and conference papers that list information sources or related publications in a references section or bibliography section.

**Note:** For guidance on referencing information sources see: *Recommended practice for writing and publishing NSW Fire Brigades documents*.

## 8. Electronic document filename format

Include version identifiers in a consistently abbreviated form in the filename of electronic documents, so the computer system will automatically file documents in logical sequence, and so each version, amendment, draft and marked up document can be easily located.

Place the version identifiers at the end of the filename and in parentheses (round brackets) to help ensure their presence, completeness and accuracy, and to assist readability. This sequence includes dates for marked up documents only, after the version identifiers, and in reverse date order to allow correct filing:

Document number [or abbreviated title] (Version.Amendment - Draft - Marked Up By [Initials - Position or Rank - External Organisation] - yyyy-mm-dd).

### Examples:

AFA-F-01 (Ver 01 - Draft A).doc  
Map 321 - gSa HazMat Boundaries (Ver 05 - Draft D).pdf  
RP123 (Ver 01 - Draft C).doc  
RP123 (Ver 01 - Draft C - Marked Up By JB & AZ - IBM - 2006-06-19).doc  
RP123 (Ver 01 - Draft C - Marked Up By RH - DIT - 2006-06-19).doc  
RP123 (Ver 01 - Draft C - Marked Up By WI - Supt - 2006-06-19).doc  
RP123 (Ver 01).doc  
RP123 (Ver 01.01 - Draft B).doc  
RP123 (Ver 02).doc  
RP123 (Ver 02.03 - Draft C).doc  
SOG5.2 (Ver 04 - Draft J).doc  
Telecoms Asset Strategy Rpt (Ver 03.01 - Draft A).doc  
Telephone Monitoring Policy (Ver 02).doc

## 9. Version identifier allocation

Version, amendment and draft identifiers are allocated as appropriate to new or revised managed documents before issue, at the time of:

- registration into a catalogue (such as a document database or master list) intended for the purpose of listing and allocating both draft and approved documents, by the individual responsible for maintaining the catalogue (where exists), or
- start of production of a document revision, by the individual responsible for coordinating the document's production or editing.

### Notes:

- Allocate the document number (where exists) to the first draft of the first version (i.e. to Version 01 - Draft A)
- See section 6.6: *On-document display – Marked up documents*
- See section 10: *Conversion from former document version control schemes.*

## 10. Conversion from former document version control schemes

For all managed documents the terminology and version control scheme described in this *Recommended practice* applies throughout the NSWFB, progressively replacing various locally or externally applied terminology and version control schemes.

Allocation of terminology and version identifiers to managed documents occurs to succeeding documents at revision. Retrospective conversion is **not** recommended.

At revision of a managed document identified according to another version control scheme or not version identified, allocate the next available corresponding version identifier: do **not** restart with Version 01.

**Note:** See section 9: *Version identifier allocation*.

**11. NSWFB managed document version control scheme – simple (without amendments)**

<b>Version</b>	<b>Draft</b>	<b>On-document / filename identifier</b>	<b>Explanation</b>
<i>New or changed document</i>	<i>Proposed new or changed document</i>		
01	A	Version 01 - Draft A	First draft of first version
01	B	Version 01 - Draft B	Second draft of first version
01	C etc ...	Version 01 - Draft C	Third draft of first version
<b>01</b>		<b>Version 01</b>	<b>First version approved</b>
02	A	Version 02 - Draft A	First draft of second version
02	B	Version 02 - Draft B	Second draft of second version
02	C etc ...	Version 02 - Draft C	Third draft of second version
<b>02</b>		<b>Version 02</b>	<b>Second version approved</b>
03	A	Version 03 - Draft A	First draft of third version
03	B	Version 03 - Draft B	Second draft of third version
03	C etc ...	Version 03 - Draft C	Third draft of third version
<b>03</b>		<b>Version 03</b>	<b>Third version approved</b>
04	A etc ...	Version 04 - Draft A	First draft of fourth version
<b>04 etc ...</b>		<b>Version 04</b>	<b>Fourth version approved</b>
26	A	Version 26 - Draft A	First draft of twenty sixth version
26	B	Version 26 - Draft B	Second draft of twenty sixth version
26	C etc ...	Version 26 - Draft C	Third draft of twenty sixth version
<b>26</b>		<b>Version 26</b>	<b>Twenty sixth version approved</b>
27	A	Version 27 - Draft A	First draft of twenty seventh version
27	B	Version 27 - Draft B	Second draft of twenty seventh version
27	C etc ...	Version 27 - Draft C	Third draft of twenty seventh version
<b>27</b>		<b>Version 27</b>	<b>Twenty seventh version approved</b>
28	A	Version 28 - Draft A	First draft of twenty eighth version
28	B	Version 28 - Draft B	Second draft of twenty eighth version
28	C etc ...	Version 28 - Draft C	Third draft of twenty eighth version
<b>28 etc ...</b>		<b>Version 28</b>	<b>Twenty eighth version approved</b>



## 12. NSWFB managed document version control scheme – full

Version	Amendment (Optional)	Draft	On-document / filename identifier	Explanation
<i>New document or major change</i>	<i>Any change to a current contract, or minor change to other document</i>	<i>Proposed new or changed document</i>		
01		A	Version 01 - Draft A	First draft of first version
01		B	Version 01 - Draft B	Second draft of first version
01		C etc ...	Version 01 - Draft C	Third draft of first version
<b>01</b>			<b>Version 01</b>	<b>First version approved</b>
01	.01	A	Version 01.01 - Draft A	First draft of first amendment of first version
01	.01	B etc ...	Version 01.01 - Draft B	Second draft of first amendment of first version
<b>01</b>	<b>.01</b>		<b>Version 01.01</b>	<b>First amendment of first version approved</b>
01	.02	A	Version 01.02 - Draft A	First draft of second amendment of first version
01	.02	B etc ...	Version 01.02 - Draft B	Second draft of second amendment of first version
<b>01</b>	<b>.02 etc ...</b>		<b>Version 01.02</b>	<b>Second amendment of first version approved</b>
01	.03	A	Version 01.03 - Draft A	First draft of third amendment of first version
01	.03	B etc ...	Version 01.03 - Draft B	Second draft of third amendment of first version
<b>01</b>	<b>.03 etc ...</b>		<b>Version 01.03</b>	<b>Third amendment of first version approved</b>
02		A	Version 02 - Draft A	First draft of second version
02		B etc ...	Version 02 - Draft B	Second draft of second version
<b>02</b>			<b>Version 02</b>	<b>Second version approved</b>
02	.01	A	Version 02.01 - Draft A	First draft of first amendment of second version
02	.01	B etc ...	Version 02.01 - Draft B	Second draft of first amendment of second version
<b>02</b>	<b>.01</b>		<b>Version 02.01</b>	<b>First amendment of second version approved</b>
03		A	Version 03 - Draft A	First draft of third version
03		B etc ...	Version 03 - Draft B	Second draft of third version
<b>03 etc ...</b>			<b>Version 03</b>	<b>Third version approved</b>
26		A etc ...	Version 26 - Draft A	First draft of twenty sixth version
<b>26</b>			<b>Version 26</b>	<b>Twenty sixth version approved</b>
26	.01	A etc ...	Version 26.01 - Draft A	First draft of first amendment of twenty sixth version
<b>26</b>	<b>.01</b>		<b>Version 26.01</b>	<b>First amendment of twenty sixth version approved</b>
27		A etc ...	Version 27 - Draft A	First draft of twenty seventh version
<b>27</b>			<b>Version 27</b>	<b>Twenty seventh version approved</b>
27	.01	A etc ...	Version 27.01 - Draft A	First draft of first amendment of twenty seventh version
<b>27</b>	<b>.01 etc ...</b>		<b>Version 27.01</b>	<b>First amendment of twenty seventh version approved</b>
28		A etc ...	Version 28 - Draft A	First draft of twenty eighth version